

SUBJECT: Email Policy (Student)

POLICY NUMBER: A2.31

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POLICY

Official University email accounts are available for all enrolled students. SLIS students are expected to check their email on a frequent and consistent basis in order to stay current with University-related and course-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email," error in forwarding mail, or email returned with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University, College, School, or course communications via email.

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This policy ensures that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @email.sc.edu accounts are being accessed and faculty can use email for their classes accordingly.

If a student wishes to have email redirected from their official @email.sc.edu address to another email address (e.g. @yahoo, @gmail, etc.), they may do so, but at their own risk (please see the [SLIS Technology Requirements](#) on the website). SLIS will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her @email.sc.edu account.